



NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.

DIRECTOR OF HEALTH

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

MINUTES OF REGULAR MEETING

WEDNESDAY, October 19, 2011

Rockville General Hospital Board Room

Vernon, Connecticut

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Members Present: Matthew Coppler, Tami Miller, Ed Kramer, Cecelia Mickey, Carol Sargent, Michael DiLorenzo, David Skoczulek, Katherine Voss, Dan Anderson, Dr. Orland Donald; Mary Ann Turner (arrived at 7:03 p.m.), and David Mack (arrived at 7:06 p.m.)

Members Absent: David Wawer, Jo-Marie Nelson, Trish Vayda, Mary Schwab, Lee Palardy and Lisa Lemire

Also Present: William Blitz and Bill Turley (NCDHD Emergency Response Coordinator)

Following determination of a quorum, the Regular Meeting of October 19, 2011, was called to order at 7:00 p.m. by Chairman David Skoczulek.

Approval of Minutes of Regular Meeting of September 21, 2011

By unanimous consensus, the Minutes of the Regular Meeting of September 21, 2011, were approved with no omissions, corrections or deletions.

Emergency Response Coordinator Presentation

Bill Turley introduced himself and gave a short synopsis of his background at a police officer for 30 years and his education. He also reported to the Board that he has been attending meetings: CREPC, CROG, Storm Irene wrap up with the Town of Enfield and was introduced to the Town Council in Vernon. He set up a booth at a fair in Vernon this past Sunday and has been making himself familiar with paperwork and budgets, etc. in referenced to this job. In the future, he plans to work with the person who is the head of the Salvation Army in Connecticut and Rhode Island because he has a good volunteer base, especially in Windham. He is also planning to set up PODs at Health Fairs, etc. so people become more aware of what we are doing in the area of emergency response.

During Bill Turley presentation, Mary Ann Turner arrived at 7:03 p.m. and David Mack arrived at 7:06 p.m.

Treasurer's Report

Grant budget reporting is under scrutiny at the state level but they are not paying out funds until grants have already begun.



We are close to having the audit of our fiscal year 2010-2011 completed. We will begin budget process for the 2012-2013 fiscal year.

After a short discussion, the Treasurer's Report was approved as submitted.

Communications

To the Board:

Bill Blitz passed around the new populations figures from the state to be used for the 2012-2013 fiscal year. Tami Miller asked that this information be sent to all Board members. Some towns have lost populations but as a whole, the District is up to 166,000 population from 164,000. Our Lead Grant funding from the state is down to \$33,000 from \$39,000.

Bill Blitz sent a letter of support for Northeast District Department of Health to be the fiduciary for a Transformation Grant for Windham County and to Eastern Highlands for the same Grant for Tolland County. We are thinking of applying for the Achieve Grant. There will only be five grants available in the country and the chances of getting this grant are slim. Both Eastern Highlands Health District and the Town of Windham applied last round when the grants were plentiful but our now retired Health Educator did not bring it to our attention.

From the Board:

Cece Mickey had spoken to Denise Menard to find out if there were any items regarding the health department she was concerned about. First Selectman Denise Menard asked if there was any information regarding two properties in East Windsor that the health department and town were working on: Newberry Road (property going back to its original status of a hazard) and North Water Street (a house that was condemned by the Building Department and our department. Bill Blitz said we would get back to Denise Menard by the next day and report back to the Board at the next meeting.

Committee Reports

Finance - Dan Anderson reported that we will begin meeting on the new budget after the audit has been completed.

Short and Long Term Planning - Matt Coppler reported that after meeting with Bill Blitz we are ready to start the process. The beginning will be a six to eight months process with Board involvement, to work on a Mission Statement and outline our process. Accomplishing a Strategic Plan will take a large commitment by Board members to work to put this all together.

Bill Blitz mentioned that the Strategic Plan will eventually be required as one of three documents necessary for accreditation and although voluntary at first, it is thought that it will be required to get any funding from the state or federal government in the future: (1) a Community Health Assessment; (2) Community Improvement Plan; and (3) a Strategic Plan.

Matt Coppler made a motion, seconded by Tami Miller to proceed with accomplishing the Strategic Plan process. The motion carried unanimously.

Personnel: Tami Miller will be working with her committee on reviewing the Personnel Policies so they may be brought before the Board for updating as necessary.

By-Laws - David Mack explained that the Conflict of Interest Policy statement is a standard form for non-profit organizations. Mary Ann Turner thought it was a bit long at seven pages. Could it be condensed to one or two pages? Also Matt Coppler brought up the point that if Board members are appointed by individual towns, does the Board have the legal authority to remove any Board member? It was asked that Bill Blitz have our attorney, Brian Smith, look over the Conflict of Interest Policy for its legality. This issue was tabled until we receive more information.

Ad-Hoc - Ed Kramer is Chairman of this committee but did not have anything to report.

Chairperson's Report

David Skoczulek reported that he will be delivering his Health Foundation Initiative to the CPHA and Connecticut Health Foundation this weekend.

Report of Director of Health

Ed Kramer made a motion, seconded by Carol Sargent, to approve the Calendar of Board meetings for the next year. The motion carried unanimously.

Bill Blitz told the Board that we owe \$64,000 at 6% for the mortgage for the building we own at 31 North Main Street in Enfield. He would like to go back to the lien holder (Joseph Cimino, the previous owner of the building) to see if he will accept full payment (from our Fund Balance) or refinance with him at a lower rate (2%) of pay off half the amount now and finance the remainder. Maryann Turner suggested Bill Blitz go to the bank and take out a loan at 3.5% and pay off the mortgage. Bill Blitz will investigate this and work with the Finance Committee. Dan Anderson suggested refinancing the mortgage with a bank and taking out some extra to upgrade the building. Bill Blitz will have a Finance Committee meeting and then bring their recommendation to the Board for action.

Report of the Director of Environmental Services
Report of the Director of Food and Institutional Services
Report of the Emergency Response Coordinator
Report of the Health Educator

All reports were submitted to the Board in their packet and briefly reviewed at the meeting.

Next Meeting

The next meeting will be November 16, 2011 at NCDHD Headquarters in Enfield, Connecticut.

Adjournment

There being no further business before the Board, the Chairman, David Skoczulek, declared the meeting adjourned at 8:20 p.m.

Respectfully submitted,

William H. Blitz
Secretary

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